



1105 S Wilcox Drive, Kingsport, TN 37660 / 423-765-9084
<https://www.douthatinsurance.com>

I look forward to the appointment you have scheduled with me on _____ at _____.
Please contact our office at your earliest convenience should you need to change the date or time.

If our appointment is by phone, I will be calling you from this number: _____.
This appointment is from an outgoing line only. If you miss your phone appointment, you will need to contact the office at 423-765-9084 to reschedule your appointment

Medicare:

The enclosed SCOPE of Appointment form is a Medicare requirement. ***Please make sure to initial each product type, sign your name, and date the form on the date you received it.*** Bring this form with you to the appointment you have scheduled with me.

This form gives me permission to discuss policies with you, it does not require you to enroll.
Please call our office if you have any questions.

- It is beneficial to review your **medications**. You will need to provide a complete list of prescription medications at each appointment. You may email these ahead of time to douthat.yourinsurance@gmail.com, text them to 423-523-4425, or bring this list with you to your appointment.
- Also, please allow us to review your **medical providers**—this includes primary care physicians, specialists, home health, durable medical vendors, dentist, and optometrist/ophthalmologist.
- Please bring with you **all health insurance cards**, including your **Medicare card**.

ACA/Marketplace/Individual Policies:

- For your appointment you will need to provide your **total household adjusted gross income**--this includes personal employment, 401K, Social Security, or any other income you receive per year. If insuring adult children, please provide total adjusted gross income for them as well.
- You will need to have a device with you that allows you to connect to your email account, such as your cell phone, tablet, or laptop.

Our goal is to ensure that together, we find the best coverage for you that meets your individual needs. We desire to answer all your questions with an understanding regarding your coverage before enrollment, during enrollment, and following enrollment. We are Always By Your Side.

Thank you,

Margaret Douthat—margaret.a.douthat@gmail.com



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David Douthat / dgdouthatinsurance@gmail.com